Retail store cleaning: what we clean

Walk the store front to back with your manager and check off each area.

Store _____ **Address** _____

Walked by _____ **Date** _____

Entrance and sales floor

- ☐ Entrance given first priority
- ☐ Fixtures and counters cleaned
- ☐ Checkout lanes and checkout surfaces wiped
- ☐ Trash cleared from customer areas
- ☐ Fitting rooms cleaned
- ☐ Glass doors and display cases wiped
- ☐ Other surfaces shoppers touch cleaned

Customer restroom

- ☐ Cleaned and sanitized each visit
- ☐ Paper products, soap and liners refilled

Back of the store

- ☐ Back office cleaned
- ☐ Staff breakroom cleaned
- ☐ Employee restroom cleaned and stocked
- ☐ Trash and recycling removed from the stockroom

Floors

- ☐ Main aisles and entrance watched for wear
- ☐ Hard floors scrubbed, recoated, polished or burnished on a schedule
- ☐ Carpeted areas extracted
- ☐ Floor work timed around store hours

Outside the store

- ☐ Storefront walkway and entrance pressure washed
- ☐ Parking-lot litter picked up by a day porter
- ☐ Shared corridor or lot marked as store or center ground

Details to bring to the walkthrough

- [ ] Store hours and closing time
- [ ] Busiest days and hours
- [ ] Floor types on the sales floor
- [ ] Porter hours wanted during peak traffic
- [ ] One-time needs: grand opening, holiday rush, remodel

Notes